1. Click NZ (Network Zone) to see record (circled in red)
2. Click edit (circled in red)
3. Add holding record by clicking “Add Holding” icon (circled in red)
Holding record defaults to basic stacks—must be edited (circled in red). Go to next step
4. Change first indicator to 8
5. Change location code to agsmaps
6. put call number after the $$h
7. Select add item record icon (circled in red)
8. Click “Material type” drop down arrow and select **Map** (circled in red)
9. Click “Inventory date” calendar icon and select today’s date (circled in red)
10. Save to return to holding record
11. Click “File” menu and “Save and Release Record”
12. Click **MARC21 Bibliographic**

13. Select “Release All Records”
14. Click Yes